

EFFECTIVE

November 1, 2013.

Subject

The following Contract Policy Manual (CPM) Sections have been revised:

CPM 107

The title was changed from Formal Bidding Process to Bidding because CPM 108 (formerly about the informal bid process) has been deleted and 107 now describes all bidding.

Incorrect information about bidding processes was removed from the introduction and replaced with current information.

The Policy section was deleted.

The Bid/Proposal Requests section was deleted and replaced with two new sections that describe the three bidding processes.

The Planning section was deleted.

The ITB and RFP Templates, Bid Qualifying Requirements, Rating Criteria, Pre-Proposal Conference, and Questions and Answers sections were deleted. The information in them was revised and is part of the new Total Contract Amount Over \$10,000 section.

Bidder Response Section, Budget Completion Instructions, and Price Negotiation sections were deleted.

CPM 109

The title was changed from Rating Committee to Evaluation and Contract Award Process.

The introduction was revised to better define the function of a rating committee, and to provide options for when no bids score high enough for raters to recommend an award.

In the Rater Requirements section, the requirement that at least one rater must be a DHS employee was added.

The following duties in the rating process shifted from the contract administrator to the Office of Contracts and Purchasing (OCP):

- Bid disqualification, including maintaining disqualified bids and notifying disqualified bidders.
- Confirming all raters have read and scored each bid with comments and page numbers noted.
- Providing the budget and supporting documentation for each qualified bid to the fiscal reviewer.
- Sending award recommendation letter.
- Keeping all necessary rating material.

The following sections were deleted:

- Rating Meeting Discussion
- Scoring
- Method for Determining a Recommended Award
- Multiple Services
- Formula
- Award Recommendation Process
- Documents to Keep in File for FOIA Purposes
- Documents to Shred or Discard
- Award and Non-Award Letters

The following sections were added:

- Appeal Process
- Debarment Check
- Criminal Background Check
- Contract Award

CPM 201

A clarification that it is the contract administrator who assigns the contract number was added.

The Program Code heading was replaced with Contract Series.

In the County Code section, the fact that the CA will select the county code if services are provided in multiple counties was added.

The Amendments heading was deleted.

CPM 202

The introduction and urban county exception were deleted.

The DCRS heading was changed to OCP Contract Analyst, and tasks not performed by an analyst were deleted (e.g., performs debarment check on contractor).

OCP now sends contracts directly to contractors.

The Signature section was deleted.

CPM 204

The Review Requirements section was deleted.

Multi-county contracts/grants shall be submitted to the County DHS Board in each county where the service is provided, not in the county where the contractor resides.

The two paragraphs about the CA preparing a response to the County Board chair for the director's signature were deleted.

The urban county exception was deleted.

CPM 205

Updated threshold amounts at which State Administrative Board (SAB) approval is required.

The Bid Tab/SAB-812 Requirements heading was deleted.

The examples of what the SAB will not approve were deleted.

The Retroactive Dates and Process sections were deleted.

CPM 207

Incorrect information about changing a unit rate during the term of a contract, and the Allocating Costs section that contains details about budget line items were deleted.

The amount above which subcontractors must submit a budget was increased to \$25,000.

CPM 209

The title was changed from Specific Assistance/Flexible Funds Policy to Specific Assistance.

The section was revised to better explain the topic.

CPM 300

The title was changed from Contract Amendments to Amendments.

The following were deleted:

- Change of Federal ID Number section.
- The explanation of what a contract administrator must do for a change of address.
- The urban county exception.

The description of an amendment's effective date was revised.

The threshold amounts at which State Administrative Board approval is required were updated.

OCP now sends amendments directly to contractors.

CPM 301

The introduction was revised to include a definition of a line item transfer.

Contract administrators now submit denied line item transfer requests to OCP, rather than return them to the contractor.

The Allowable and Unallowable Line Item Transfers sections were deleted.

CPM 305

The introduction was revised to clarify that the DHS chief deputy director is the only person authorized to terminate a contract.

The reasons for termination were revised to match those on the CM-0005, Agreement Termination Request.

The Termination by Mutual Consent and Termination Without Contractor Consent sections were deleted.

CPM 400

Most of the section was deleted and the reader is now referred to the accounting manual.

The Initial Payments section was revised to clarify the DHS chief deputy director approves initial payment language.

CPM 401

Most of the section was deleted; the contract administrator should contact a property analyst within the DHS Bureau of Organizational Services, Division of Occupancy, Lease Management and On-Boarding Services for further instructions.

CPM 500

The following definitions were deleted:

- Accounts Payable
- Audit
- Closeout
- Comprehensive Local Office Purchase Plan (CLPP)
- Consensus
- Contract Monitoring
- Cumulative
- Delegated Services
- Discretionary Fund
- Equipment
- Flexible Funds
- Formal Bid
- Grant

- Informal Bid
- Local Office (see Outstate)
- Non-Delegated Services
- Non-Discretionary Award
- Non-Posted Contract
- Off-Site Monitoring
- On-Site Monitoring
- Outstate (see Local Office)
- Preauthorized Services
- Pre-Award Monitoring
- Purchase Splitting
- Request for Proposal
- Sole Source
- Urban Counties

The following definitions were added:

- Competitive bidding
- Program standards

The following changes were made:

- Bid4Michigan is now Buy4Michigan.
- County Board is now County DHS Board
- Pre-Proposal Conference is now Pre-Bid Conference

The following CPM Sections have been deleted:

104
108
200
203
206
208
210
303
402
501

Reason: Policy update.

Communication Plan: Publication announcement on DHS-Net What's New.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Changed Items ...**

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Deleted Items ...

CPM 104
CPM 108
CPM 200
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